



North Carolina Museum of History Internship Application

PERSONAL INFORMATION

Name: _____
Last First Middle Initial

Permanent Address: _____
Street Address City State ZIP

Current Address: _____
Street Address City State ZIP

Phone: (____) _____ (____) _____
Day Evening

Email: _____

Birthday: _____

EDUCATION

High School 1 2 3 4 School: _____
College 1 2 3 4 School: _____ Major: _____
Graduate 1 2 3 4 School: _____ Major: _____
(circle highest level completed)

Other special skills/knowledge or relevant coursework: _____

INTEREST AND AVAILABILITY

Please specify internship program: ___ Spring ___ Summer ___ Fall ___ Other

Will you have a minimum number of hours to complete? ___ No ___ Yes

If yes, how many hours? _____

Interns must work a minimum of 100 hours per semester to participate in the internship program

Please indicate days and times you will be available:

Availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							not open
Afternoon							

Please rank up to three (3) internship positions that you are interested in applying for.

1. _____
2. _____
3. _____

MISCELLANEOUS INFORMATION

Do you have previous volunteer or work experience? ☐ No ☐ Yes

If yes, please list dates, institution and responsibilities: _____

Do you have public speaking skills? ☐ No ☐ Yes

If yes, please give examples: _____

References:

Name	Relationship	Day Phone
_____	_____	_____
Name	Relationship	Day Phone

Requirements:

- Applicant must have *at least* a 2.8 GPA on a 4.0 scale.
- Applicant must have completed first year of college before beginning internship.
- Applicant must submit internship application, cover letter, and resume (or unofficial transcript) to be considered for internship program.
- Applicant must be willing to volunteer a minimum of 100 contact hours to receive credit in the museum internship program.

Timetable:

<i>Internship period</i>	<i>deadline for student applications</i>	<i>staff review applications and set up interviews</i>	<i>staff select candidate and send acceptance letter</i>	<i>student begins internship</i>
Spring Semester	November 1	November 15	2-3 weeks after interview	January
Summer	March 1	March 15	2-3 weeks after interview	May
Fall Semester	July 1	July 15	2-3 weeks after interview	August/ September

*Please return completed applications and supporting documents to:
Michael Scott, North Carolina Museum of History, 4650 Mail Service Center, Raleigh, NC 27699-4650*